

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: August 18, 2016

FROM: Laura Fischer, General Manager

SUBJECT: Adopt a Salary Schedule for Temporary Part-Time Administrative Clerk

ISSUE: Shall The Board Adopt a Salary Schedule for Temporary Part-Time Administrative Clerk?

GENERAL MANAGER'S RECOMMENDATION:

Adopt the temporary part-time salary schedule for Administrative Clerk to assist with the planning and implementation of the 85th Anniversary Celebration activities.

FISCAL IMPACT:

The \$15.00 per hour will not exceed the amount included in the adopted FY 2016-17 District operating budget for the 85th Anniversary Celebration.

HEBER PUBLIC UTILITY DISTRICT		
SALARY SCHEDULE		
Temporary - Part-Time Employee		
Proposed August 18, 2016		
Position	Hourly	FY 2016-17
Administrative Clerk	Per Hour	\$ 15.00

DISCUSSION:

As directed by the HPUD Board of Directors, staff has been working to prepare a plan for the 85th Anniversary Celebration, which includes a parade, 5K run, car show, gala dinner and art show. Current staffing levels do not have the capacity and time to ensure success of these events without assistance.

The temporary part-time administrative assistant will be tasked with the implementation of the parade and other events for the 85th Anniversary.

CONCLUSION:

To ensure a successful 85th Anniversary celebration, it is important to hire a temporary part-time administrative clerk to assist with many of the community events planned. Thus, staff is recommending adopting the Temporary Part-Time Salary Schedule and authorize the employment of a Temporary Part-Time Administrative Clerk to be employed through the completion of the 85th Anniversary celebration.

Respectfully Submitted,

Laura Fischer, General Manager